

Missouri Customized Training Program



*Policies and Procedures for the
Administration of
Classroom Skill Training Projects*

A Program of the:

Department of Elementary and Secondary Education
Division of Career Education

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Department of Elementary and Secondary Education (DESE)

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Getting Started – DESE

What is DESE Customized Training?

A Customized Training program is defined as a program having met all of the following criteria:

- Varies in content, length, schedule, and/or teaching methods from existing day or adult evening school programs.
- Specifically designed for an employer (or consortium training - a small group of employers within reasonable geographic proximity and who agree to participate in a joint program).
- Individuals participating in customized training classes are employed full-time (35 hours per week) by the company submitting the proposal. For the only exception, see *Pre-employment Training*.
- The skills for competencies taught in a customized training program are directly applicable to current job requirements or established criteria for advancement with participating employers.
- Customized Training programs are of a "one-time" nature. Periodic recurring training programs (e.g. training for seasonal employment or annual product changes) are not eligible for customized training assistance.

What Benefits Does DESE Customized Training Provide?

Customized Training as an integral part of Vocational, Technical Education which provides a bridge or partnership between the State of Missouri, Local Education Agencies, Industry, and the post-formal education student (employees). With State of Missouri funding, training assistance can be provided to local companies around the state. This funding provides educational opportunities for the entry, production, and primary management level employees.

Benefits to the Companies

- Cost share of training to companies requiring training above and beyond their normal operating needs, which will assist them in meeting specific goals.
- Closer working relations and better communication with Local Education Agencies.
- Upgrading of employee skills to allow companies to become more efficient, hence increasing profits.
- Training of new employees at a pace faster than would normally be achieved.
- Retraining of existing employees to reduce layoffs and or turnover.
- Expanded knowledge base of instructors that might not be available internally.
- External expertise for areas of "Needs Assessment" and "Goal Setting".
- Accounting and record keeping system assistance available.
- Documentation and curriculum development not available through other means.
- Training development and instruction by "training professionals".

Benefits to the LEA

- Better utilization of staff for training (more staff means expanded and broader base of knowledge).
- Closer working relations and better communication with local companies.
- Better public relations with community.
- Attracting students for unrelated future training.
- Industry donations, such as equipment is potentially available.
- Specific knowledge of local industrial processes and workforce requirements.

Benefits to the Employees

- On site training.
- Increased knowledge and skills for advancement and increased income.
- Increased job security.
- Marketability for future endeavors.
- Increased familiarity with the LEA and workforce development activities.
- Increased income (wages, company stock, gain-sharing, profit sharing).

Benefits to the State of Missouri

- Better relations with community, employees, companies, and LEA.
- Increased taxes through increased wages, bigger profits, and more employees working.
- Economic stability.
- Better educated and skilled workforce.
- Economic diversity.
- Increased quality of life.

COMPANY & TRAINEE ELIGIBILITY & FUNDING

Companies classified as new, expanding, or retraining according to the following criteria are eligible for Customized Training funds through the Department of Elementary and Secondary Education (DESE). **DESE funding is primarily for manufacturing interests. Other manufacturing-related firms may be considered on a case-by-case basis. See Pg. 20 for Applicant Screening and Referrals .**

NEW: New firms require training as the result of hiring a new workforce. A new firm is defined as:

- an establishment conducting business in the private sector
- a result of relocation or startup of a new business

A firm is considered “new” if the sponsoring firm is located in a separate facility and administered under separate management. The purchase of an existing business is not considered a “new firm”.

Workforce must be employed/hired and the business must be “open” prior to funding approval. (Exception: “Pre-employment” training, as defined on Pg. 8)

EXPANDING: Expanding firms require training as a result of expansion of their facility or workforce. An expanding firm is defined as:

- an established **private sector** Missouri business which is increasing employment and/or making a substantial investment in Missouri

Firms which hire seasonal/temporary employees and firms recalling laid-off employees are not considered “expanding”.

RETRAINING: Existing firms require training as a result of new products, services, technologies, or productivity requirements without creation of net new jobs. An existing firm is defined as:

- An established **private sector** Missouri business which requires training of current employees due to new products, services, technologies, or productivity requirements, as well as training for skills which are required to support, and which result from new capital investment.

Funding and Trainee Eligibility:

From DESE, the maximum reimbursement for a project in any one fiscal year is \$50,000.

DESE’s normal reimbursement rate is a maximum of 50% of approved and eligible expenditures (Exceptions: See Needs Assessments-Pg 7 and First Year Consortiums-Pg 19.)

DESE does not fund training for temporary/seasonal employees or part-time employees (less than 35 hours/week).

ELIGIBLE & INELIGIBLE CLASSROOM TRAINING COSTS

The Missouri Customized Training Program through the Department of Elementary and Secondary Education (DESE) may provide full or partial funding assistance for classroom training expenses above and beyond a company's normal training needs.

COST	ELIGIBLE	INELIGIBLE
Instructional Salaries <i>hours of actual instruction.</i>	X	
Instructional Design & Development (<i>Writing, illustrating, & development of instructional materials, analysis to determine training needs, or performance consultants.</i>)	X	
Fringe Benefits (<i>Only for LEA Instructors</i>)	X	
Travel Expenses (<i>Mileage for LEA Instructors</i>)	X	
Supplies	X	
Company Needs Assessment *	X	
Vendor Training**	X	
Tuition Costs (<i>paid as instruction</i>)	X	
Pre-employment Training (Pg. 8)	X	
Computer Training (<i>Directly applicable to the production process. Office/support staff not eligible</i>)	X	
Job Aids, <u>Custom</u> Videos, Technical Manuals (<i>Custom production for that firm's processes. DESE funds may only be used to update every 3 years.</i>)	X	

COST	ELIGIBLE	INELIGIBLE
OSHA/Safety Related Training		X
Other Training subjects which are considered a normal operating cost of doing business. (<i>Right-to-Know, Sexual Harassment, Environmental Compliance, etc</i>)		X
New Hire/Company Orientation		X
Basic Skills Training <i>available through short term adult education or</i> Classes available in a normal adult-education catalog (not customized) or ABE.		X
Training Focused on Senior Level Management		X
Equipment (LEA only – see “Equipment Eligibility”)	X	
Equipment or Software purchased for company		X
Trainee Wages		X
Vendor or Company Employee Travel Expenses		X
Costs Exceeding equivalent LEA services ****		X

* **Company Needs Assessments** should be calculated on an hourly basis. It may be approved at 100% reimbursement rate, up to a \$5,000 maximum once every 3-5 years. Smaller amounts may be approved for ongoing assessment.

** **Vendor training:** Vendor training may be limited to a dollar amount equivalent to the LEA, if the LEA is able to provide training at the same level of expertise. The company may be asked to document why it believes the LEA is not qualified to perform the work.

Pre-employment Training

Pre-employment training is eligible if:

- The employer requires potential employees to possess certain entry level skills prior to employment;
- The potential employees are willing to invest time without pay to acquire the named skills;
AND
- Potential employees understand the employer is not obligated to hire them if the level of skills required is not obtained.

The guidelines for pre-employment training programs are as follows:

- The program will be identified with the LEA.
- Instructors will be employed by the LEA. When a firm is providing instructors, a binding service contract will be executed between the school and employer for the services of these individuals.
- The associated school is responsible for recruitment, enrollment, and placement.

Activities designed to assess the skills or aptitudes of individuals applying for employment with an eligible firm may be provided as long as those activities are short term in nature.

Administration Costs and Salary Reimbursement

Administration is customarily approved and reimbursed to the LEA at 15% of the actual reimbursed dollars paid out on FV-2s submitted. This amount is based on a combination of Direct and Indirect Administrative Costs, as identified further below. *However, DESE reserves the right to request documentation/submission of Administrative Costs, as follows:*

Indirect Administration: Indirect Administration is calculated by multiplying the educational institution's approved restricted indirect cost rate by the project reimbursement amount determined by DESE.

Direct costs of administering and supervising a Customized Training project will be reimbursed on a line item basis. **Direct Administration** costs may include:

*Postage, *Staff time procuring training resources, *Staff time preparing and submitting proposal, *Time spent on-site monitoring and supervising training projects, *Staff time preparing required program reports, *Clerical support to projects, *Advertising, *Mileage related to administrative duties, or *Staff time interviewing/selecting staff for training programs.

In no case may a combination of indirect and direct administrative and supervisory costs be approved which exceed 15 percent of the total costs of implementing a customized training project.

SALARY REIMBURSEMENT GUIDELINES: LEA staff already receiving other types of salary reimbursement from DESE will only be reimbursed for overload time directly resulting from providing Customized Training services; the time above and beyond an individual's regularly assigned duties for which the LEA is receiving reimbursement. (i.e. salary reimbursement for Customized Training responsibilities, can not come from two or more DESE funded budgets.)

TRAINEE DOCUMENTATION

Each company receiving training funds must verify trainee requirements and this information must be kept on file for monitoring purposes. Acceptable documentation is noted in the table below.

TRAINEE ELIGIBILITY – Acceptable Documentation
<p><i>Trainee eligibility must be documented. Documentation should show that all trainees enrolled are:</i></p> <ol style="list-style-type: none">1. Missouri residents, and2. Full-time employees of the company working an average of 35 or more hours/week. <p><i>Class rosters, sign-in sheets, employer statement or other internal tracking systems may be used to document trainee eligibility. If an employer statement is used, it should be signed and dated <u>AFTER</u> training has been completed and printed on company letterhead. The Employer Request for Training is not acceptable documentation.</i></p> <p><i>The school is responsible for obtaining actual documentation in the event of an audit.</i></p>

Equipment eligibility:

- LEA Training-related equipment may be purchased on a limited basis and is defined as non-consumable supplies with a unit cost in excess of \$250.
- Training-related equipment may be leased or rented with prior approval of the state Customized Training Staff.

Equipment purchase funding will be made at the end of each Fiscal Year, **based on available funding**. Equipment purchase requests must be made in writing to DESE and must include:

- ⇒ A statement relating purchase to a specific project objective or industry demand, accompanied by a plan outlining future use of the equipment for customized training projects and/or existing full-time vocational programs.
- ⇒ An FV-4 and FV-2 with attached invoices for specified equipment, dated prior to the end of the current Fiscal Year, **including serial number and paid check number**.

All such equipment must be maintained on LEA inventory per current DESE policy and procedure found at http://dese.mo.gov/divcareered/equipment_guidelines.htm.

Implementation - DESE

APPLYING FOR CUSTOMIZED TRAINING FUNDING AND APPROVALS

Applying for Classroom Training Funds

- ⇒ **LEA's must meet End of Year (EOY) reporting requirements (including submission of Participant Summary Form)** for the previous Fiscal Year. LEA and Company history of EOY reporting is considered in funding decisions. **Non-compliance may result in delays of funding decisions.**

Applications for Customized Training funds are reviewed and/or tracked by both DESE and DWD. **ALL applications should be completed and submitted on-line through the web based Missouri Customized Training Program system. "Employer Request for Training" (ERT), "Agreement of Service", and "FV-4" forms are available for completion there. In addition, examples of the same forms** can be found in this training document appendix. The application for Customized Training funds through DESE should include the following:

- ⇒ **Employers Request for Training (ERT) Requires signature of Company CEO, President, or Plant Manager.** Other Signatures will require a letter of Company authorization.

All sections of the Employer Request for Training (ERT) must be complete and include the following:

- *Business Information* section should be completed with the company's accurate and current information.
- *Business Detail* section should include current information on the number, average wage, and benefits and bonuses for all employees for whom training is requested.
- *Job Classification* section should provide information, including the job title, number to be trained, hourly wage (high and low), new or current status, and turnover rate for each job classification.
- *Training Information* section should describe the type of training to be delivered including course name, description, training provider, number of trainees, and any certificates obtained. In most projects, specific types of training should be described with their own course name and information.

In the case of large training projects with 10 or more course areas some discretion may be used in grouping similar types of specific training.

However, do not lump large amounts of specific training under one general category such as "technical". Use smaller groupings of similar training, so the course information provides a clearer picture of the projected type of training.

Example: Company ABC plans on training employees in the areas of PLCs, Pneumatics, Hydraulics, New Ultra-Gizmo Machines, Old Gizmo Machines, and Quality Assurance to name a few.

In the above example, it would be appropriate to the areas into several course groupings, based on similarities, such as:

“Technical Skills” – whose description would note PLCs, Pneumatics, and Hydraulics, along with related training audience and projected costs.

“Machine Specific Training” – whose description would note New Ultra-Gizmo and Old Gizmo Machines, and related information.

“Quality Assurance” – etc.

- *Training Budget Information* section should include budget information for each course listed in the *Training Information* section. The budget should identify the actual costs of training and not “across the board” fees. An accurate detail of planned hours, instructional salaries and curriculum development costs, supplies, etc. is required.
- The “*Agreement for Services to be Provided*”, must be signed by both the employer representative and the LEA prior to submission to the State. A signed copy of the entire ERT including the agreement must be maintained in the LEA project file.

⇒ **FV-4s** should **be completed and submitted on-line through the web based Missouri Customized Training Program**. Please see an FV-4 form in the Appendix.

⇒ A signed copy of the **ERT, Agreement for Services** and **FV-4** must be kept in the LEA project file for monitoring purposes.

The application will not be considered until all items are received in a complete and accurate fashion.

Funding / Approval Considerations: Customized Training is a project-driven program. Various factors are considered when reviewing projects for funding. Each project is unique. Some of these factors include:

- ⇒ Merit of the Proposal (see **Proposal Suggestions** this section)
- ⇒ Company’s funding and expenditure history, as well as final reporting history (How long with program? Have funds been utilized?)
- ⇒ Receipt Date of Project (except during the submission period May 15 – June 30)
- ⇒ Availability of Funds
- ⇒ Classification (new, expanding, retraining)
- ⇒ Eligibility of: company, job categories receiving training, and type of training
- ⇒ Supplemental LEA input

Proposal Suggestions: Training proposals should contain as many of the following characteristics as possible.

PLANNING:

- ⇒ Desired training is clearly defined
- ⇒ Contains supporting data or needs analysis
- ⇒ Outcomes are clearly defined and measurable
- ⇒ Reason(s) for training is (are) clearly defined
- ⇒ Gap analysis has been conducted

EXECUTION:

- ⇒ Training supports specific business objectives
- ⇒ Training is aligned with **measurable** performance objectives
- ⇒ Training success is linked to learning objectives
- ⇒ Training is aligned with company processes
- ⇒ Training reflects workplace requirements (directly related to job tasks)

COMMITMENT:

- ⇒ Evidence of top management support (Letter of support from Plant Manager or CEO is recommended)
- ⇒ Training is part of company's quality or long-term training plan
- ⇒ Detailed plan for training reinforcement, follow-up
- ⇒ Documentation indicates company has a history of supporting training in years when they have not received state funding

CREATIVITY:

- ⇒ Innovation approach to training designed to increase effectiveness
- ⇒ Manufacturers working creatively together to solve common problems

Approvals

Project Proposals can be submitted as soon as the online ERT system is ready for a new year. DESE consideration will begin after May 15 and will be approved after July 1. During the period May 15 – June 30, funding considerations are not based on date of receipt. **After July 1, date of receipt will be a factor in review and approval of projects.**

Approval letters will be sent to the LEA. Approval letters will outline eligible components and may include restrictions, maximum spending caps on individual line items, or training costs. Preliminary approvals may be communicated through a copy of a Master list work sheet that will show training and administration award amounts by company for each LEA.

The approved funding amount may not cover all approved costs. It is the responsibility of the company and the LEA to determine how the funds are to be distributed, between approved components. Reimbursements will be made in accordance with the eligibility and reimbursement policies and procedures.

REIMBURSEMENT PROCESS

The Reimbursement process for DESE is as follows:

- ⇒ Requests are submitted to DESE on an official FV-2 Form. The FV-2 must include an original signature and date. **These forms are available at DESE's website http://www.dese.mo.gov/divcareered/ct_policy.htm.**
- ⇒ **Requests should be submitted monthly, when training is occurring.**
- ⇒ The **FV2 should summarize the total of each spending category, BY PROJECT:** instruction, development, administration, etc. *(Documentation which clearly shows this summary BY PROJECT is sufficient, but an FV2 must still be submitted showing expenditure and administration.)* Administration is included in the "Total Expenditure" figure.
- ⇒ Documentation for training expenditures must accompany the FV2 (see next page). **Specific training date ranges** should appear on the FV2.
- ⇒ **Processing is through the last business day of any particular month, (as determined by Career Education Finance). That month's processing is reimbursed around the 20th of the following month.**
- ⇒ Print-screens of FV2 processing will be sent to the LEA's Customized Training contact
- ⇒ Wire Transfer information is sent to the LEA's central finance office. The LEA's customized training contact should make internal arrangements to coordinate project reimbursement information (their FV2s and DESE FV2 Print-screens), with the LEA's central finance office.
- ⇒ **Monthly career education payments may be viewed at:** http://www.dese.mo.gov/divcareered/voc_payment_statement.html. To see Customized Training payments, look for the program code 18-10. The total of reimbursements listed on your print screens, for any one month, should total the program code 18-10 pay-out the following month.
- ⇒ DESE will occasionally send a YTD print-out to the LEA detailing payments. It is the LEA's responsibility to review the print-out in a timely fashion, so adjustments may be made.
- ⇒ **DESE will not accept FV-2 forms for the fiscal year after a pre-determined date established annually by DESE. Currently FV2 reimbursement requests - for DESE reimbursement - must be received by close of business on May 15th. DESE funded training activities should be completed by April 30th.**

Documentation:

Documentation must **accompany the FV-2. Reimbursement requests must include the following by component, by category (instruction, development, supplies, etc):**

- Training dates or a specific date range, (not “the month of . . .”).
- **Reimbursement requests for Instruction or Development must include:**
 - ⇒ Instructor name (LEA or Company)
 - ⇒ Number of hours multiplied by actual dollars paid per hour.

NOTE: Reimbursable hourly rates should reflect ACTUAL hourly rates, before fringe or benefits. DESE funding may not exceed 50% of a maximum \$50/hour **or** the actual hourly rate – whichever is less.

Hours are figured by class session. HOURS MAY NOT TO BE MULTIPLIED BY NUMBER OF PARTICIPANTS or multiple instructors.

Reimbursement of instructional salaries is based on a student-to-instructor ratio of 10-to-1. DESE reserves the right to pro-rate reimbursement for smaller groups.

- **Vendor training invoices** and/or FV2 documentation must clearly indicate Instruction and Development hours, rates, and dates of service or per/person daily rates and dates of service. **Flat rate consulting fees cannot be reimbursed.** Daily **per/person** rates are limited to 50% of a maximum \$300 per day.

Company requests for reimbursement of vendor training MUST furnish the LEA a copy of the original invoice for LEA files. LEAs should check the invoice to insure vendor billing clearly shows instruction/development hours, rates, dates of service, or per/person daily rates. If this information is not broken out, the expense may not be submitted for reimbursement, until the vendor furnishes an appropriate billing.

- **Supplies must clearly indicate per item or per/participant rates.** A one or two word description is helpful. **Single item costs which exceed \$250 are ineligible. Single item supplies which exceed \$250 may NOT be pro-rated on a per/participant basis.**

(Supplies are items which are consumed in use or lose their original shape or appearance with use. Items exceeding \$250 are considered equipment and are not eligible.)

- **Travel Expenses** may be paid, if LEA instructors are used to provide project training. **Travel should be documented by No. of Miles X Cost/Mile.** Mileage rates are based on LEA or the current State mileage rate, whichever is less. Travel expenses are not allowed for vendor or company trainers.
- The following documentation must be **maintained in the LEA's files:** (This documentation may be summarized on a spreadsheet or other format for reimbursement.)
 - ⇒ Instructional salary information to include Social Security number, time sheets, and payment records, for LEA, Company, or Vendor training.
 - ⇒ Paid receipts for supplies.
 - ⇒ Paid receipts from service provider for services rendered.

Responsibilities - DESE

REPORTING REQUIREMENTS

The deadlines listed are **minimum reporting requirements** for DESE's Missouri Customized Training Program. Monthly submissions should be made for training expenditures.

Involuntary De-Obligation of Funds

The company must meet these criteria to avoid involuntary de-obligation:

1. 50% of the original approved budget is required to be expended, documented, **and received at DESE** by January 31.
2. The remainder of project approved expenditures should be completed by April 30th and received at DESE no later than the final receipt date established annually (Currently 5/15).

This requirement is agreed upon by all parties when the contract is signed. **Failure to meet these requirements will result in the forfeiture of funding. The exception to this policy would be:**

- ⇒ A training schedule approved as part of the original proposal, which would prevent training from occurring and reimbursement submissions, as outlined above.
- ⇒ A project approval date after October 1st.
- ⇒ The company (in writing) documents the problem of training not taking place is beyond their control (e.g. new equipment didn't arrive, fire or disaster, construction delays, etc.).
- ⇒ **Exceptions will not be granted** for training delays due to: production schedule not allowing time for training, corporate delays on decisions with regard to training, not enough time to prepare billings, staff or employee turn-over, etc.

Voluntary De-Obligation of Funds

Voluntary De-Obligation of funds is a discretionary policy, dependent upon the current DESE budget environment.

In managing a project at the local level, it may become apparent a company's training schedule will not utilize funds, in a manner which meets the 50% spending requirement. If the company is agreeable, "voluntary" de-obligation may be requested.

Requirements/Considerations of Voluntary De-obligation:

- Requests **MUST** be received at DESE, 30 days prior to regular de-obligation deadlines. **December 31 is the last day voluntary de-obligation requests will be accepted.**
- Voluntary de-obligation requests should be accompanied by a company letter, showing the company is in agreement with the request, including an explanation of the training delays.
- The LEA from which voluntary funds are released will get first consideration for re-distribution of these funds; subject to the DESE budget environment. Funds will not be "held" indefinitely for an LEA who does not have existing project needs.

- Voluntary de-obligation of a project's funds should be considered final. The company or LEA cannot decide at a later date, that the project needs the funds back just because it was voluntary. However, a company may request re-consideration, if they can demonstrate training needs have re-developed.

Companies whose funds were reduced by involuntary de-obligation will not be considered for future funds, within the same fiscal year.

- Voluntary de-obligation is designed as a project management tool – not an ongoing way of administering program funding. Misuse of voluntary de-obligation may impact funding considerations in a negative way.

End of the Year Reporting Requirements

⇒ DESE **will not** accept FV-2 forms for the fiscal year after a pre-determined date established annually by DESE. *(Currently May 15th)*

Each company receiving funding assistance through DESE must submit the following,
Forms available at (scroll down page): <http://www.dese.mo.gov/divcareered/forms.htm>.

⇒ **Classroom Participant Training Summary form**, for each project. **(Upon completion of the project or No Later Than June 15th.)**

⇒ **Surveys** (As requested)

OTHER: PROJECT REVISIONS, TRAINING CONSORTIUMS

Project Revisions

Items included in the original proposal which were not approved may be reconsidered, if new or compelling information about the training proposed is available. New components may also be considered.

Additional components may be approved with or without additional funding.

In order for new components to be considered:

- ⇒ A component description and revised budget detail must be submitted
- ⇒ An explanation detailing why additional or different training is needed

Training Consortiums

Training Consortiums consists of several manufacturers, with similar training needs that are considered customized. The Companies should be located in a geographical area, so as to make sharing of training resources reasonable. By pooling resources, effective use of training funds occurs. Experience indicates those consortiums who receive the greatest benefit are those where all members contribute financially and/or by contractual agreement to the project, in addition to DESE funding.

First-Year training consortiums may receive funding up to 70%, depending upon availability of funds. Training Consortiums are project driven. The majority of the companies in the consortium must be eligible for assistance through DESE and/or DWD.

Their approval will be based on both eligible components and individual company eligibility.

The following should be included in any ERT prepared for a training consortium:

- **The *Training Information* and *Training Budget Information* sections of the ERT should be prepared on behalf of the consortium as a whole.**
- **Every company claiming to be a member OR participating in training, which has been developed and/or delivered on behalf of the consortium, must submit the *Business Information*, *Business Detail*, and the *Agreement for Services to be Provided* sections of the ERT. Each company in the consortium must sign the *Agreement for Services to be Provided*.**
- **Each company participating in the consortium must be given a signed copy of their portion of the ERT, the *Agreement for Services to be Provided*, as well as the**

***Training Information and Training Budget Information* sections. A copy of the consortium's ERT, including each individual companies' sections and all signed agreements, must be maintained in the LEA project file.**

Proposals for consortiums should include the consortium's written operating guidelines and a list of officers, if any.

All training should be identified in the ***Training Information section of the ERT*** and should be training which all consortium companies are requesting. Training for an individual company should not be included.

Consortium trainees, involved in the funded training, must meet all eligible trainee requirements as outlined on page 9. **All trainee requirements must be documented as outlined on page 15 for ALL trainees participating in any consortium related training.** If an employer statement is used, each company must sign an individual company statement.

Consortium projects are required to submit a Classroom Participant Training Summary at the end of training. One summary per consortium, not per company is required. The attached trainee list should indicate each trainee's employer.

DEFINITIONS

DED	Department of Economic Development
DESE	Department of Elementary and Secondary Education
DWD	Division of Workforce Development
EXPANDING	An employer who is increasing the size of the company's workforce over the peak employment level of the 365 days prior to the receipt of the application by DWD or DESE
LEA	Local Educational Agency
MATCH	The company's training related costs that were incurred within the fiscal year and not paid for by DWD. Match is required for all training costs reimbursed through DWD.
METROPOLITAN AREAS	The greater Kansas City and St. Louis areas. For Kansas City this includes the City of Kansas City and Jackson, Clay and Platte counties. For St. Louis this includes the city of St. Louis and the counties of St. Louis, St. Charles, Jefferson and Franklin
NEEDS ASSESSMENT	Evaluation of employers operation or employees to determine future training needs of the company
NEW	An employer who initiates operation in Missouri after the date the application is received by DWD or DESE
PROPRIETARY	Training which includes curriculum and materials that the employer considers inappropriate for public view
RETRAINING	An employer who requires retraining to upgrade the skills of an existing workforce
TUITION	Fee for instruction paid on a per person basis

Appendix

GENERAL INFORMATION

I. PURPOSE

The Missouri Customized Training Program assists Missouri employers with job training programs and funding to help off-set training costs for new and existing employees.

Customized Training has three goals:

- Training and retraining workers to help meet the demands of new technologies and markets;
- Create new jobs and expand the workforce; and
- Reduce the cost of training employees, increase company profits and improve worker productivity.

II. ELIGIBILITY

Missouri companies providing full-time regular employment (a minimum of 35 hours per week) for Missouri residents may be eligible for training assistance if one of the following criteria is met:

- Job Creation – new or expanding companies creating net new jobs in the state.
- Job Retention – retraining existing employees as a result of substantial new capital investments; or companies retraining existing employees as a result of the introduction of new products or services or to upgrade quality or improve productivity.
- Other eligibility criteria may be applied, such as type of occupations and wage rates. Industries must be a traded company providing goods and services outside the region.

Types of industries eligible may include advanced manufacturing, warehouse operations, headquarter operations and related industries that provide goods and services outside the region.

III. APPLICATION

If you have any questions while you are completing this application, you can call us at **1-800-877-8698** for assistance. After we receive and review your

application, if necessary a representative of the Missouri Customized Training Program will contact you to discuss your request.

Applications should be submitted 30 days prior to the start date for training or hiring; if not, funding may not be approved. Accurate information is needed and has a direct bearing on approval or subsequent repayment of training costs.

IV. ACTIVITIES

- Local Education Agencies coordinate skill training requests.
- Skill Training is instruction in a classroom setting at your place of business, at a local education agency or other training facility.
- Instructors may be from your staff, vendor trainers, local education agency or a combination.
- Curriculum is based on your specific training needs.

V. REIMBURSEMENTS

Training expenses that can be fully or partially reimbursed are:

- Instructor costs
- Instructional supplies (textbooks, workbooks, etc.)
- Curriculum development costs
- Vendor trainers used in curriculum development or as instructors

All training costs are not reimbursable. You will be asked to share in the total cost of the training.

VI. RECRUITMENT AND REFERRAL

For information and help finding qualified applicants, log onto www.Greathires.org. Great Hires offers comprehensive job posting and job matching services at no charge, as well as a link to our network of Business Representatives.

EMAIL ADDRESS:

wfdcusto@ded.mo.gov

PHONE:

1-800-877-8698

Mailing Address:

**MISSOURI CUSTOMIZED TRAINING PROGRAM
BUSINESS RELATIONS SECTION
PO BOX 1087
JEFFERSON CITY, MISSOURI 65102-1087**

MISSOURI CUSTOMIZED TRAINING PROGRAM

Missouri Customized Training COMPONENT BUDGET DETAIL PAGE

Component No. and Name	Instr. Salaries Hours *\$/hour = Total	Dev. Salaries Hours*\$/hour = Total	Fringe Benefits	*Vendor (By Cost/Hour or Tuition/day)	Supplies ** (Describe Below)	Travel	Other (Specify) *	TOTAL
TOTAL								

A maximum of \$50/hour will be reimbursed for instruction or development salaries. DWD may make exceptions for highly technical training.

Number of Instructional Hours are determined by Total Number of Class Sessions X Number of Hours/Class Session. Number of participants is NOT a multiplier.

DESE reimburses Fringe and travel expenses for LEA personnel only.

For a complete listing of eligible costs refer to the MCTP Policies and Procedures Manual.

***Do not list vendor cost as one line-item. Vendor costs must be broken out.**

****Describe Supplies:**

Application for Authorization of Vocational Education Expenditures

PLEASE READ INSTRUCTIONS ON REVERSE SIDE.			
Fiscal Year Ending: June 30, _____	Vendor Code:	Local Education Agency (LEA):	
Program Codes (Program and Type):		Mailing Address:	
Description of Program:		City and Zip Code:	
Items Submitted For Approval			
Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
		\$	\$
Total Estimated Cost		\$	

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Vocational Education as described on this form to be used for instructional programs approved under the provisions of the State Plan for Vocational Education.

It is understood that the title to equipment and teaching aids is to be vested in the school district with accountability to the Department of Elementary and Secondary Education. No disposition or diversion of use may be made without written Department approval. If such property is sold or no longer used for the purposes requested and approved, the Department of Elementary and Secondary Education is to be credited with its share of the value as determined by the sale price or fair market value.

It is further understood that the LEA will furnish the Department information required for supporting claims for funds, and maintaining financial aid inventory records within the LEA.

Date _____ Signed _____
(Chief Administrator)

FOR STATE OFFICE USE ONLY[illegible]

Program Director

State Director of Vocational Education

Approval Date

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
MISSOURI CUSTOMIZED TRAINING
VENDOR WORKSHEET

PROJECT (COMPANY) NAME		CITY	
LEA	LEA CONTACT PERSON	TELEPHONE NUMBER	
COMPONENT NAME			COMPONENT #

THIS WORKSHEET **MUST** BE COMPLETED FOR **EACH** COMPONENT OF **EACH** PROJECT FOR **EACH** VENDOR.

Instruction	Total hours of instruction equals (=) Number of hours of actual classroom instruction per day multiplied by (X) number of days multiplied by (X) number of times the component was taught equals (=) Total hours of instruction: hours Vendor cost per hour of instruction:(X) \$ / hr. Total cost of instruction:(=) \$	
Development	Total hours of development Costs associated with the development of a customized training project:..... hours Vendor cost per hour for development:(X) \$ / hr. Total cost for development:(=) \$	
Supplies	Total cost of supplies Cost of supplies per trainee \$ multiplied by (X) number of trainees :(=) \$	
Travel	Total cost of Travel DESE <u>will not</u> reimburse for <u>vendor</u> travel i.e. meals, lodging, transportation costs, per diem:..... \$	
Misc.	Misc. Other costs associated with this customized training project - a complete explanation is necessary:..... \$	
Sub-total	Total costs of classroom training Costs associated with classroom skills based on a cost per hour basis: \$	
Training done on a tuition basis:	Number of trainees..... Cost per Trainee..... \$ (Number of hours of instruction per trainee?)	
Sub-total	Sub-total anticipated cost of tuition based training: \$	
TOTAL ANTICIPATED VENDOR COST of this component		\$

COMMENTS:

VENDOR NAME		CITY, STATE
LEA REPRESENTATIVE SIGNATURE		DATE

FOR STATE PURPOSES ONLY

AMOUNT ELIGIBLE FOR REIMBURSEMENT (DESE NORMALLY REIMBURSES 50% OF TOTAL EXPENDITURES)



Reimbursement Request for Approved Vocational Education Expenditures

PLEASE READ INSTRUCTIONS ON REVERSE SIDE.

Fiscal Year Ending: June 30, _____		Vendor Code: 000-000		Local Education Agency (LEA): Any School AVTS or Community College	
Program Codes (Program and Type): 18-10-4		Mailing Address: 000 Street or PO Box #			
Description of Program: Customized Training		City and Zip Code: Any Town, MO 60000			
Forms For Which Reimbursement Is Claimed					
(1) Date Purchased	(2) From Whom Purchased	(3) Description of Item (Please Attach Invoices)	(4) State Use Only	(5) Expenditure	(6) Check No.
00/00/00-		A.		\$	
00/00/00	West Products	DESE Co.	B.		
	Instruction	500 500		1000	
	Development	250 250		500	
	Supplies	100 100		200	
	Admin.	128		128	
<p>This is a Sample FV2, showing Summary Format. See http://dese.mo.gov/divcareered/forms.htm to obtain this form.</p> <p>Documentation is required to support # hours, Cost/hour, Training provider ID (LEA, Co. or Vendor), & other appropriate receipts or copies. (Pg. 14)</p>					
TOTAL EXPENDITURE				\$1.828	

CERTIFICATION

I hereby certify that the information reported herein is correct to the best of our knowledge and belief.

Date: **__DON'T FORGET__**

Chief Administrator's Signature:

ORIGINAL REQUIRED

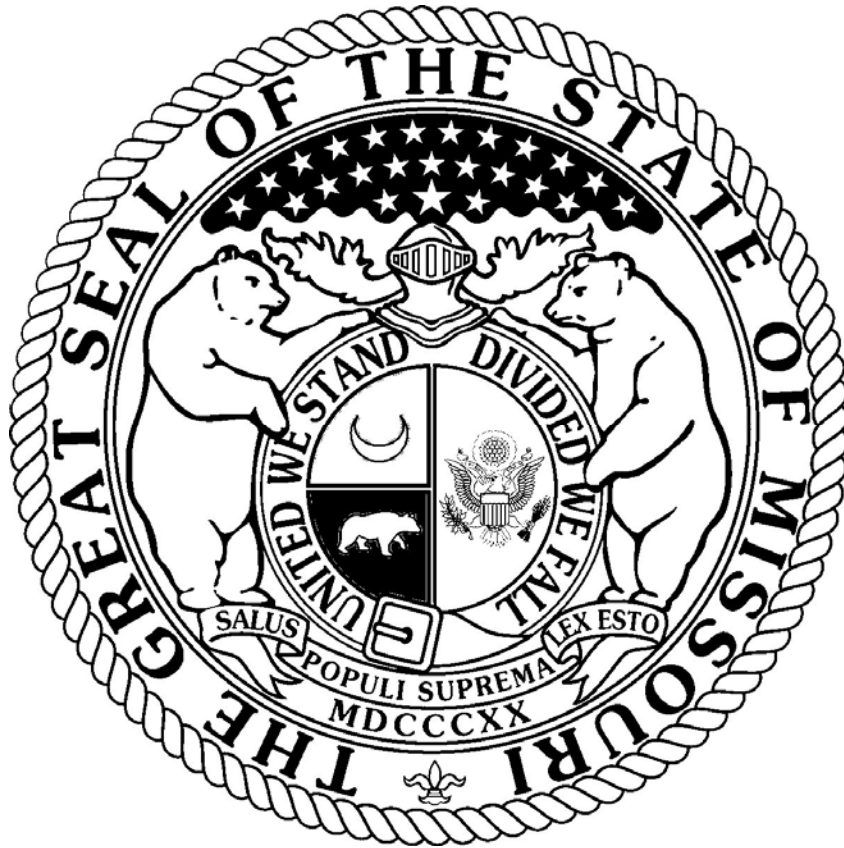
FOR STATE OFFICE USE ONLY

County	Section	School	Program	Area	Year	Year	Purpose	Source	State	Federal	Expenditure	Reimbursement
<p>ALL: Documentation, per guidebook, is attached, which shows instruction (I), Curriculum Development (D) by hours & cost per hour. LEA or Company instruction is noted, with SSN's for LEA instructors. <i>In addition to I & D</i>, other expense categories include, Fringe, Supplies, Vendor, and Match.</p> <p>A. <i>West Products</i> - DESE approval. 50% DESE 50% reimbursement. Administration is based on reimbursed amounts.</p>												

Approved by: _____

Missouri Customized Training Program

Employer Request for Training Assistance



**Missouri Customized Training Program
Employer Request for Training Assistance**

General Business Information

Business Name		Phone No. (include area code)	
Street Address of Facility		City	Zip +4 Code -
Mailing Address		City	Zip +4 Code -
County	Fax No.	Project Contact Email Address	
Chief Executive Officer		Project Contact Person Mr./Ms.	
Business URL (Web-page) Address	Missouri Unemployment Insurance ID Number (located on Missouri withholding tax form)		
1. Years of operation at this location in Missouri:			
2. Describe in detail your company's products and/or services at this site. Provide a listing of your primary customers. Describe in detail any new products and/or services at this site.			
3. At this site, your company would best be described as a: <i>(check all which apply)</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Manufacturer of a product <input type="checkbox"/> Warehouse/Distribution facility <input type="checkbox"/> Headquarter Operation </div> <div> <input type="checkbox"/> Research and Development <input type="checkbox"/> Information Technology <input type="checkbox"/> Other _____ </div> </div>			
4. For this site, estimate the percentage of your products or services which are sold: <div style="text-align: center;"> _____ National/International sales _____ Regional sales (includes sales to border states) _____ Local sales (includes sales to border counties) 100% = Total sales </div>			

<p>5. Describe the type, purpose and dollar amount of investments (property, facilities, and equipment) your company is making at the site requesting assistance. You may include investments made in a 24-month period, to include the previous 12 months, as well as anticipated investments for the next 12 months, July 1, 2007 – June 30, 2009. (The investment should relate to the training requested.)</p> <p><i>Example: Building Improvements - \$54,000, CNC Machine - \$125,000, Conveyor System - \$300,000</i></p> <p>Total Dollar Amount:</p>	
<p>6. How many full-time, company employees do you currently employ at this site?</p> <p style="text-align: right;">In Missouri? Nationally?</p>	
<p>7. How many new full-time jobs are you creating between July 1 and June 30, if any?</p>	<p>8. When do you anticipate hiring to begin? Month/ Year</p>
<p>9. Are any employees of your company covered by a collective bargaining agreement? If yes, please attach or mail a letter of support from a representative of <i>each union</i>. If not obtainable, attach or mail a copy of the letter requesting support. Is it attached?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>10. Is your request the result of your company's total or partial relocation? If yes, from where? Will relocation result in layoffs?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>11. Does your company have any employees, in Missouri, on active layoff or been given notice of layoff? If yes, please provide plant location by city, number of employees, occupations affected and date of layoff. Will employee affected by the layoff be recalled? If yes, number of employees to be recalled: Projected recall date: Will employees on layoff be recalled prior to training?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO # _____ Date: / / <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>12. Describe how the training being requested may help prevent future downsizing at this site:</p>	
<p>13. Has your company or any affiliated business, parent or subsidiary within your past or present company structure filed bankruptcy in Missouri or any other state within the past ten years? If yes, please explain:</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>14. Is your company currently pursuing or receiving other funds to assist with your training needs? If yes, please explain:</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>15. Total number of (un-duplicated) full-time (at least 35 hours per week), company employees to be trained?</p> <p style="text-align: center;"><i>(Trainees must be Missouri residents)</i></p>	<p>16. Average Hourly Wage of Trainees:</p> <p style="text-align: center;">\$</p> <p style="text-align: center;"><i>(Excluding benefits, bonuses, and commissions)</i></p>
<p>17. Describe any benefits, bonuses, and commissions available to trainees:</p>	

Job Classifications

18. Please give the following information for each job title/classification of new or current workers for whom training is requested.

Job Title	No. to Be Trained	Hourly Low Wage	Hourly High Wage	Employee Status (1)	Turnover Rate (2)

(1) N = New R = Recall C = Current

(2) Turnover Rate refers to the % of replacement required for each position each year.

**MISSOURI CUSTOMIZED TRAINING PROGRAM
AGREEMENT FOR SERVICES TO BE PROVIDED**

The following agreement specifies the responsibilities of the various parties involved in a Customized Training Project. All points may not be applicable to a particular project. Additional specifics may be added when deemed appropriate by parties involved.

A. Project Development and Implementation Responsibilities

- A.1 The LEA will complete the Employer Request for Training Assistance (ERT) based on information provided from the Employer. The LEA will conduct necessary needs assessment, obtain required documentation of training needs and suggest methods of implementing training strategies which have the potential to meet those needs.
- A.2 Employer and LEA will review and approve training strategies and activities including methods of instructional design, identification and selection of instructors or instructional systems, training of instructors, selection of training equipment, supplies and services.
- A.3 Employer and LEA will complete all sections of the ERT to be submitted to the State Department of Elementary and Secondary Education (DESE) and the State Division of Workforce Development (DWD) outlining the training needs, method of delivery, and training costs.
- A.4 Employer and LEA will jointly review the proposal prior to submission, agree to any changes and sign the ERT prior to submission. The LEA will provide a copy of the completed ERT to the Employer before submitting to the State.
- A.5 LEA will submit the ERT to DWD and DESE on-line through the web-based Missouri Customized Training Program ERT system on behalf of the Employer. The Employer and the LEA will retain appropriate copies of the signed ERT for their files.
- A.6 LEA must retain a copy of the signed ERT in the project files. LEA will provide copies of the signed ERT to DESE and/or DWD upon their request. For the purpose of DWD's Clawback (See F.17), if an LEA cannot provide a signed copy of the ERT, the LEA is held responsible and may be required to repay DWD the amount of training assistance and other amounts received by the company under the Program.
- A.7 It is agreed and understood that only complete ERT's with original authorized signatures on required documents will be considered for funding by DESE and/or DWD.
- A.8 DESE and DWD will review the ERT and make a determination on the specific components and activities to be supported by state funding based on financial resources available.
- A.9 LEA will accept funding from DESE and/or DWD, make appropriate expenditures on behalf of the training project and maintain adequate records and documentation of project expenditures.
- A.10 Employer will provide documentation of its project expenditures to LEA and request reimbursement for approved items.
- A.11 If funded by DESE, fifty percent (50%) of the original awarded funding must be expended, documented, and submitted to DESE before January 31 or the balance between the expended funds and the amount due should be expected to require forfeiture.
- A.12 LEA will document its expenditures on behalf of the training project and request payment from employer for the Employer share of authorized training costs (if any).
- A.13 Employer will forward information to LEA on the number of trainees served by the program.

B. Supervision and Monitoring

- B.1 Employer and LEA will supervise and monitor the design, development, delivery and evaluation of training

activities authorized by this agreement.

- B.2 Employer and LEA will agree on a procedure for mutual monitoring and supervision of authorized activities.

C. Development and Preparation of Curriculum

- C.1 Employer and LEA will jointly review curriculum required/developed for training activities authorized by this agreement.
- C.2 Employer and LEA will review and approve curriculum supplies and materials to be purchased for the project and the method of purchase.

D. Materials, Supplies and Equipment

- D.1 Employer and LEA will assess needs for instructional supplies and materials to be utilized in the project and will provide description of quantity and cost of items and outline these costs in the Training Program Budget.
- D.2 Employer and LEA will determine the necessity for equipment to be purchased and utilized in the project and will provide description of equipment items. It is agreed that any equipment purchased in part or full with state funds for the training program, is automatically property of the State of Missouri and will be maintained on the equipment inventory of the LEA involved with the training program. (This applies to DESE funding only. Equipment is not eligible through DWD.)

E. Provision of Instruction

- E.1 Employer and LEA will agree to the method of recruitment and selection of instructors.
- E.2 Employer will assign trainees to the programs and activities.

F. Administration Responsibilities

In the conduct of a customized training program, DESE and/or DWD, the Local Education Agency, and Employer agree to the following administrative assurances and agreements.

- F.1 It is agreed that the provision of customized training services is dependent upon the receipt of funding authorization from DESE and/or DWD.
- F.2 It is agreed that the terms of program agreements can be canceled after 30 days notice by any party.
- F.3 It is agreed that DESE and/or DWD may cancel projects immediately for noncompliance with any applicable state or federal laws, rules or regulations.
- F.4 It is agreed that in the event of cancellation, payment of training costs will be made by the Employer to the date of cancellation for such work that has been properly performed.
- F.5 It is agreed that records pertaining to projects will be retained for a period of five (5) years or until audited. Such records include participant, training, and fiscal information.
- F.6 It is agreed that program records will be made available to DESE and/or DWD or their designee for the purpose of determining compliance with project agreements.
- F.7 It is agreed that DESE and/or DWD and the LEA will monitor training activities and services on an ongoing basis in order to assure that approved component activities are implemented in a manner which provides effective learning.
- F.8 It is agreed that the employer will grant reasonable access of its employees and facilities to DESE and/or DWD, the LEA or their designees for the purpose of monitoring the project.

- F.9 It is agreed that DESE and/or DWD, the LEA and employer will designate respective representatives as contact staff for the purpose of communicating details about approved training projects.
- F.10 It is agreed that no funds will be used for the construction or production of articles for resale.
- F.11 It is agreed that the employer will provide and the LEA will collect and record the appropriate trainee enrollment data for the project and submit that data to DESE and/or DWD. The appropriate data required includes trainees' names, gender and race information. This information is collected as verification of training and for statistical purposes. Trainee names are not shared with outside agencies or the public.
- F.12 It is agreed that all participant information on trainees will be maintained in such a fashion that it can be verified or audited.
- F.13 It is agreed that the final project report will be prepared by the LEA and employer and submitted as required by current policies and procedures. (See A.13)
- F.14 It is agreed that training services provided under the Missouri Customized Training Program are for purposes stated in the proposal and these services will not supplant the Employer's normal employee development and training services evidenced by historical level of activities in these areas or supplant programs currently funded from another local, state, or federal source
- F.15 It is agreed the employer will notify the LEA immediately in the event of a layoff, work stoppage, or reduction in hours for any part of the employer's workforce. Any of these situations may affect funding consideration or continued funding of an approved project.
- F.16 It is agreed the employer will be responsible for payment of training costs incurred in the event Customized Training funds are not available.

AGREEMENT FOR SERVICES TO BE PROVIDED

Certification by Authorized Company Representative

AS AN AUTHORIZED REPRESENTATIVE OF THE COMPANY, I HERBY CERTIFY THAT THE INFORMATION LISTED ABOVE AND ATTACHED TO THIS APPLICATION IS TRUE AND ACCURATE.
THE TRAINING ACTIVITIES PROPOSAL HAS BEEN JOINTLY DEVELOPED BY THE EMPLOYER AND THE LOCAL EDUCATION AGENCY AND IS BEING SUBMITTED TO DESE AND/OR DWD FOR FUNDING CONSIDERATION. BOTH PARTIES AGREE TO CONFORM TO THE PROVISIONS AND PROCEDURES OUTLINED IN THE ABOVE AGREEMENT IF APPROVED FOR FUNDING.

I UNDERSTAND THAT THIS IS AN APPLICATION FOR TRAINING ASSISTANCE FOR THE MISSOURI CUSTOMIZED TRAINING PROGRAM AND NOT AN AUTHORIZATION TO INCUR JOB TRAINING COSTS FOR REIMBURSEMENT. I FURTHER UNDERSTAND THAT AS A CONDITION OF FUNDING, SUCCESSFUL AND OTHERWISE ACCEPTABLE TRAINEES WILL BE EMPLOYED BY THE COMPANY AT THE COMPLETION OF TRAINING.

I UNDERSTAND FUNDING OF THIS APPLICATION IS PREDICATED ON THE CONTINUING AVAILABILITY OF FUNDS FOR THE MISSOURI CUSTOMIZED TRAINING PROGRAM.

I AM AUTHORIZED BY MY COMPANY TO SIGN DOCUMENTS ON THE COMPANY'S BEHALF.*

Signature of Authorized **Company Representative**

Date

Name (please print or type)

Title

Company Name (please print or type)

Location

Signature of Authorized **Local Educational Agency Representative**

Date

Name (please print or type)

Title

Local Educational Agency Name (please print or type)

Location

* Application must be signed by Company President, Chief Executive Officer, Plant Manager or a Corporate Board Member. If signed by any other company representative, a statement must be attached verifying authorization to sign documents on the company's behalf.



Please mail completed application to:
Missouri Customized Training Program
Business Relations Section
PO Box 1087
Jefferson City, Missouri 65102-1087
Or submit to your local contact
Email: wfdcusto@ded.mo.gov
Have any questions? Please call 1-800-877-8698



**MISSOURI CUSTOMIZED TRAINING PROGRAM
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)**

CLASSROOM PARTICIPANT TRAINING SUMMARY

This form must be completed for all projects where DESE approved training occurred

LEA:			Workforce Investment Area:		
EMPLOYER INFORMATION					
Company Name			Contact Person		
Company Address			Telephone - -	Fax - -	
City	State	Zip -	e-mail		
Approved Project Date ___/___/___		Training Start Date ___/___/___		Date Training Was Completed ___/___/___	
TRAINEE INFORMATION					
<i>Category totals below and the number of trainees documented in the LEA file should equal "Total NUMBER of trainees in project"</i>					
Total # of Trainees in Project (Unduplicated) <div style="border: 1px solid black; width: 80px; height: 40px; margin: 10px auto;"></div>		GENDER (Total number of trainees for each category): <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Male <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> <div style="text-align: center;"> Female <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> </div>		EMPLOYEE STATUS (Total number of trainees for each category): <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> New <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> <div style="text-align: center;"> Existing <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> </div>	
RACE/NATIONAL ORIGIN (Total number of trainees for each category): <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center; width: 15%;"> Caucasian <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> <div style="text-align: center; width: 15%;"> African American <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> <div style="text-align: center; width: 15%;"> Hispanic <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> <div style="text-align: center; width: 15%;"> American Indian/Eskimo <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> <div style="text-align: center; width: 15%;"> Asian/Islander <div style="border: 1px solid black; width: 60px; height: 30px; margin: 5px auto;"></div> </div> </div>					
RETURN THIS FORM TO THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION WITHIN 10 WORKING DAYS AFTER TRAINING IS COMPLETED, NOT LATER THAN JUNE 15TH. Documentation to support reported trainee numbers shown above must be maintained in the LEA project file.					
LEA PREPARER'S SIGNATURE			DATE REPORT WAS PREPARED		